

Quick Updates

Nursing & Patient Care Services

New Linen Par Level Service Beginning Monday, Nov. 1, 2004

Thank-you for your feedback and we have heard your concerns. HFCD is committed to providing the linen supplies you need for patient care and has:

- Partnered with nurse managers to establish realistic daily linen par levels based on true unit demand.
- Audited their linen supply and purchased additional linen to support this initiative.
- Worked with the laundry service to implement stronger inventory management controls.
- Completed construction on a new linen storage room that will enable them to better manage the linen inventory.

Please help us monitor the success of this project. Over the next 2 weeks, please call HFCD if you need additional linen (301-496-2417).

- HFCD will bring what's needed to the PCU and keep a record of your additional requests.
- Together with nurse managers, HFCD will use this data to adjust a PCU's par levels.

How you can help!

- Please do not discard badly soiled or torn linen. Instead, return to the "Linen Reject Bag" attached to your Linen Cart. HFCD will remove daily.
- If you have a large spill, please call a housekeeper to assist you with the clean up. Using linen to mop or contain spills makes linen unavailable to your patients.
- If you don't have the linen you need, call us and we will bring it to you!
- Let us know how we're doing through the Occurrence Reporting System.

Housekeeping & Fabric Care Department

Hours of Operation

Daily 6 a.m. to 10 p.m.

Supply Tech is available 7:30 a.m. - 12:30 p.m.

Chauncey Buford, Linen Supervisor

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Past issues of **Quick Updates** are posted at <http://intranet.cc.nih.gov/nursing/jccho/quickupdates.html>.

Email your comments, suggestions, and questions to the **QU** editors at CC-

CRIS Hot Spots

Locating CRIS Flow Sheets & Order Entry Forms

Have you ever had trouble finding a CRIS Document Entry Worksheet because you didn't know the exact title under which it was filed? Here's a tip offered by the CRIS Support Center:

When first locating the needed document, you can enter the **percent sign (%)** coupled with part of the word used in the document's title . . . There will be a brief delay as CRIS pulls all documents that match the data you entered. For example, if looking for a "seclusion" documentation worksheet, take the following steps:

1. Select "Enter Document" icon
2. Type, **%sec** in the field that says, "**Type here to enter document name.**"
3. After a brief delay, the following options will display:
 - Post Seclusion and Restraint Note
 - Pre Restraint/Seclusion Assessment Note
 - Restraint/Seclusion Log—Behavioral Hlth
4. Select and open the needed document.

This also works if you are trying to locate an Order Entry Worksheet.

PRODUCT CORNER

Sometimes we observe an increased demand for a supply outside its common area of use. Experience tells us that this sometimes occurs when staff cannot find the desired product, or the desired product has failed and an alternative product works better. At any rate, we wanted you to know that there has been an increased use of penrose drains outside surgical care areas. We wondered if you might not be finding tourniquets in the Visual Supply Catalog or, the tourniquets are not working as intended. Here's how you can help:

1. Please let us know via Occurrence Reporting System if a product is not working as intended.
2. If a tourniquet is needed and you are having trouble finding it in the VSC, here is ordering information:
 - Tourniquet Item # 01964 (blue) is latex free.
 - Tourniquet Item #01159 contains latex
 - Penrose Drains contain latex